



## EMPLOYMENT CRIMINAL HISTORY BACKGROUND CHECK INSTRUCTIONS

Utah Code Annotated 53-10-108 allows the release of Utah Criminal History information to qualifying entities. Referring to this code may make determination of your agency's eligibility.

The procedure for requesting Criminal History background information can be provided in one of three ways:

1. Name/DOB search \$15.00 – Completed name list (BCI form 04-01-12) must be submitted by qualifying entity at time of request. This search will check the following files: Utah Criminal History, Utah Statewide Warrant and Protective Order, and Federal Want and Warrant files. Turnaround 7-10 days.

**If a hit is made by name on a criminal history record or warrant you will receive notification that the subject of record *may* be the person of your inquiry. Information regarding the criminal history or warrant will be included.**

Name checks are based only on information you submit. Include the full name of all applicants, as well as maiden names and formerly used last names (do not use initials). Assure that all other identifying information is included for each applicant.

- \*2. Fingerprint Verification Search \$20.00 – Fee, one fingerprint cards per applicant and completed name list (BCI form 04-01-12) must be submitted by qualifying entity at time of request. This search will check the following files: Utah Criminal History, Utah Statewide Warrant and Protective Order, and Federal Want and Warrant files. An additional search will check the fingerprint files of the following states: Alaska, Idaho, Montana, Nevada, Oregon, Utah, Washington and Wyoming. Turnaround – 3 to 4 weeks. For an additional \$5.00 the fingerprints will be retained in the AFIS database (applicable only to those entities with statutory authority.)

**You will need to include two completed applicant fingerprint cards along with BCI form 06-01-10 for each applicant.**

- \*3. BCI Fingerprint/FBI Check \$36.50 – fee, one fingerprint cards per applicant and completed name list (BCI form 04-01-12) must be submitted by qualifying entity at time of request. Please note on the form that you are requesting an FBI check under statutory authority. Check consists of the Western Identification Network, Utah Criminal History, Statewide Warrant and Protective Order, Federal Want and Warrant, and FBI criminal history files. Turnaround time is 3 to 4 weeks. For an additional \$5.00 the fingerprints will be retained in the AFIS database (applicable only to those entities with statutory authority.)

Fingerprint cards must contain the following:

1. All descriptive information
2. The **OCA** field with the code assigned to your agency. Please contact BCI for this code.
3. The **Reason Fingerprinted** field with: the specific UCA Code authorizing requests.

\* In conducting criminal background checks, complete and accurate identification of the individual being checked is of critical importance. It is misleading to think that a computer name check is sufficient to make employment decisions. However, the decision is up to the agency on which type of background you choose.

☐ A signed waiver must be kept on file by the employing agency. ***Do not send to the Bureau of Criminal Identification.***

☐ The information submitted must be typed, if possible. Additional copies may be found on our website at

☐ A money order, cashier's check, commercial business check made payable to the **Utah Bureau of Criminal Identification**, or credit card number must accompany all requests. If sending multiple money orders/checks, they must be sent in an orderly fashion. Numbering the listed names on our form and listing a corresponding number on the money order/check would be acceptable. Please be advised that fees are subject to change due to legislative mandate.

☐ Each request sheet must include your agency's full name and address (including street, suite, city, state, zip code and phone number), an **authorized signature**, the category for which your agency qualifies, and the type of background check requested.

☐ **Criminal History or Warrant information received by the requesting agency may not be photocopied and given to the applicant. You may review the information with the applicant in person and if the applicant wishes to have a copy of the information they must make an application at the Utah Bureau of Criminal Identification.**

**By signing this request you are certifying that you are using any information obtained properly and in accordance with state law.**

**UTAH BUREAU OF CRIMINAL IDENTIFICATION**  
**3888 W 5400 S – BOX 148280 - SALT LAKE CITY UT 84114-8280**  
**(801) 965-4445 (Name/DOB) or (801) 965-4186 or 4134 (Fingerprints)**  
**REQUEST FOR CRIMINAL HISTORY INFORMATION FOR EMPLOYMENT PURPOSES**



**REQUESTING AGENCY/COMPANY**

Agency/Company Name \_\_\_\_\_ WD # \_\_\_\_\_ Requestor's Name \_\_\_\_\_  
Complete Address \_\_\_\_\_ Phone Number \_\_\_\_\_

I certify this request is made pursuant to UCA 53-10-108 and Public Law 105-251, for the purpose indicated below, and that all information provided on this form is true and accurate. I understand that further dissemination or other use of any criminal history information is prohibited by law. I further certify that waiver forms have been signed by all applicants and are on file with this office. I understand that signed forms must be furnished upon request for verification.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**PURPOSE**

- ☐ Fiduciary Funds \_\_\_\_\_ \*  
Describe job or duties \_\_\_\_\_
- ☐ National Security  
Describe job or duties \_\_\_\_\_
- ☐ Commissioner Public Safety Approval
- ☐ Other statutory authority \_\_\_\_\_ \*

**FEE\*\***

- ☐ \$15.00 Name/DOB ☐ \$36.50 WIN/FBI  
Statutory Authority Only  
No retention in AFIS database  
(Must include fingerprint card)
- ☐ \$20.00 Fingerprint Check  
No retention in database  
(Must include fingerprint card)
- ☐ \$25.00 Fingerprint Check  
Statutory Authority Only  
Retention in database  
(Must include fingerprint card)
- ☐ \$41.50 WIN/FBI  
Statutory Authority Only  
Retention in AFIS database  
(Must include fingerprint card)

\*Note the reason or statute that authorizes requests

Total # of Searches \_\_\_\_\_ Total \$ \_\_\_\_\_

**APPLICANT NAMES**

**NOTE:** A ✓ mark in the box prior to the applicant name indicates a criminal conviction or warrant and documentation will be enclosed.

1. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
2. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
3. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
4. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
5. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
6. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
7. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_
8. ☐ NAME \_\_\_\_\_ M/F DOB \_\_\_\_\_ SSN: \_\_\_\_\_  
DR LIC #/UT \_\_\_\_\_ / \_\_\_\_\_ FORMERLY USED LAST NAMES \_\_\_\_\_

**METHOD OF PAYMENT (Check appropriate box for payment )**

☐ Cashier's Check or Money Order or Commercial Business Check (Payable to "Utah Bureau of Criminal Identification"), or Credit Card # must accompany all requests. \*\*Fees subject to change due to legislative mandate.

☐ Credit Card      ☐ Visa    OR    ☐ Master Card

Card Number

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\* 3 digit control #

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Expiration Date

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PRINT Name as it appears on the card: \_\_\_\_\_ Zip Code \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date \_\_\_\_\_

**Waiver**\_\_\_\_\_  
Qualifying Entity\_\_\_\_\_  
Address  
\_\_\_\_\_

In connection with my application for employment in a position, which involves: (Check one)

☐ Fiduciary Funds \_\_\_\_\_ \*☐ National Security \_\_\_\_\_☐ Commissioner of Public Safety Approval \_\_\_\_\_☐ Other statutory authority \_\_\_\_\_ \*

\*Note the reason or statute that authorizes requests

I hereby authorize the above named agency to review my past and present employment, education, and to conduct a criminal background check to ascertain any and all information, which may be pertinent to my employment qualifications. I do hereby release all persons, organizations, or government agencies, from any damages of, or resulting from, furnishing such information.

\_\_\_\_\_  
Prospective Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Agency Authorized Representative Signature\_\_\_\_\_  
Date